



## **U.S. Department of State**

### **Bureau of International Narcotics and Law Enforcement Affairs**

#### **U.S. EMBASSY CHISINAU MOLDOVA JUSTICE AND LAW ENFORCEMENT SECTORS REFORM GRANTS PROGRAM**

**NOTE:** The U.S. Embassy Justice Sector Reform Program will accept grant applications that include all of the information listed below, according to the same format. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Romanian.

#### **The Data Universal Numbering System (DUNS)**

DUNS is a unique nine-character number that identifies the organization. This identifier will be used for tracking purposes, and to validate address and point of contact information. Applicant organizations need to verify that they have a DUNS number or take steps needed to **immediately** obtain one. The application form contains a block for applicants to enter their organization's DUNS number. Foreign applicant organizations that apply for U.S. federal assistance funding must include their DUNS number in every application or proposal.

Foreign organizations that do not have a DUNS number can obtain one *at no cost* by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or visiting the D&B website (<http://fedgov.dnb.com/webform/>) for prospective organizations. D&B's Global Access Center maintains a list of all of its regional offices. Applicant organizations will need to provide the following information to obtain a DUNS number:

- Proposing Organization name
- Proposing Organization address
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full- and part- time)

#### **The System for Award Management (SAM)**

SAM is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

- \* Central Contractor Registry (CCR)
- \* Federal Agency Registration (Fedreg)
- \* Online Representations and Certifications Application;
- \* Excluded Parties List System (EPLS).

Please find below a short description on SAM registration and a link to a user's guide:  
[http://aopefa.a.state.gov/Content/documents/SAM\\_User\\_Guide\\_v1.9.pdf](http://aopefa.a.state.gov/Content/documents/SAM_User_Guide_v1.9.pdf)



**U.S. Department of State**  
Bureau of International Narcotics and Law Enforcement Affairs



## Quick Start Guide for Entities Interested in Being Eligible for Grants



### How to register your entity to be eligible for GRANTS in SAM:

#### Before you register, you need to know the following:



##### What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.



##### Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.



##### Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit:  
[www.irs.gov/businesses/small/article/0,,id=102767,00.html](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html)
- Activating a new EIN with the IRS takes 2-5 weeks.



#### Steps For Registering Your Entity in SAM

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create a Personal Account and Login
3. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "No" to "Do you wish to bid on contracts?"
6. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
7. Complete "Core Data"
  - ✓ Validate your DUNS information
  - ✓ Enter Business Information (TIN, etc.)
  - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
  - ✓ Enter General Information (business types, organization structure, etc)
  - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
  - ✓ Executive Compensation
  - ✓ Proceedings Details
8. Complete "Points of Contact"
9. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: [www.sam.gov](http://www.sam.gov)



Contact the SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)





**U.S. Department of State**  
**Bureau of International Narcotics and Law Enforcement Affairs**

**APPLICATION FORMS**

**A. Recipients are required to complete an APPLICATION FOR FEDERAL ASSISTANCE–SF-424, 424A, and 424B**

**Please fill out the followings fields of the SF-424 and use the specific information for the below fields:**

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please leave blank
- 8a. Please enter name of applicant (organization)
- 8b. Please enter the organization's EIN or TIN number (*NOTE: Place N/A here if not applicable*)
- 8c. Please enter the organization's DUNS number.
- 8d. Please enter the organization's address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is 19.703.
12. Please enter the Funding Opportunity Number and Title (Enter the following: Justice Sector Reform Grants Program 2012)
15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization: Please leave blank
- 16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
19. Please enter "c"
20. Complete as indicated

**B.** Please fill in the required fields of the SF-424A with information from your proposed budget.

**C.** Please fill in the required fields of the SF-424B:

Page 2 - Complete applicant organization and title of authorized official sections.

**B. INFORMATION ON THE ORGANIZATION REQUESTING THE GRANT**

1. Project title
2. Organization name



## U.S. Department of State

### Bureau of International Narcotics and Law Enforcement Affairs

3. Address, telephone number, fax number, and e-mail address of organization
4. Legal status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's primary personnel
6. Project duration
7. Amount requested
8. Brief history of organization:
  - When the organization was founded;
  - What are the principal activities;
  - How is the organization funded.

#### **C. PROJECT DESCRIPTION AND JUSTIFICATION**

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (*please describe steps you are planning to take to achieve project goals*):
  - Actions;
  - Timeframe;
  - Who is responsible.
5. Project Evaluation: *Importance of the project (you may attach support letters), why it should be funded, what difference it will make for Moldovan justice sector, what are expected long-term effects of the project? How will your organization measure the impact of this project?*
6. Project sustainability: *How the organization is planning to continue the project after the completion of the grant support? Or what plan does the organization have to make the project effects long-lasting?*

#### **1. BUDGET**

Costs shall be evaluated for realism, control practices, and efficiency. The Grantor must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant understands of the allowable cost principles and if the costs are consistent with the program narrative. If the proposal seeks funding to purchase a service or equipment that costs more than 2,500 USD per unit, the application must include three pro-forma estimates from the service or equipment vendor. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions, and entertainment **are not allowable expenses**. Meals for events must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. In comparing similar projects, the Commission will give priority to applications that request lower budgets



## U.S. Department of State

### Bureau of International Narcotics and Law Enforcement Affairs

**Budget Narrative:** (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal

**Detailed Line-Item Budget:** (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from Grantor and cost-share. Costs must be in U.S. Dollars.

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities.

**A. Personnel** – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$ ).

**B. Fringe Benefits** - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

**C. Travel** - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel.

**D. Equipment** – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

**E. Supplies** - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone:  $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$ ).

**F. Contractual** –

**a)** For each sub-grant/contract please provide a detailed line item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

**b) Consultant Fees.** For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g.,  $2 \times \$150/\text{day} \times 2 \text{ days}$ ).

**H. Other** - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.



# U.S. Department of State

## Bureau of International Narcotics and Law Enforcement Affairs

Please provide information according to the following format:

Descriptions	Unit	Unit rate	Number	Months/Qty	Total costs (in \$)
<b>Personnel</b>					
<b>Travel</b>					
<b>Equipment</b>					
<b>Supplies</b>					
<b>Contractual</b>					
<b>Other Direct Cost</b>					
<b>Total direct charges</b>					
<b>TOTAL</b>					



**U.S. Department of State**  
**Bureau of International Narcotics and Law Enforcement Affairs**

Should you have any other questions on all forms and documents mentioned hereinabove, please do not hesitate to contact the U.S. Embassy Chisinau Justice and Law Enforcement Sectors Reform Grants Program contact person at your earliest convenience.

***Thank you for your participation!***



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